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Sanitized - Approved For Release : CIA-RDP70-00211  
 REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE  
 FROM O&M SERVICE

R000100430017-4  
 4-27
 TYPE OF PROJECT  
 Survey  System  
 Specific Problem

 ORGANIZATIONAL COMPONENT REQUESTING SERVICES  
 Deputy Director (Administration)
DATE OF REQUEST  
 2 September 1953

## ELEMENTS OF PROJECT

<input type="checkbox"/> (1) Organization	<input type="checkbox"/> (3) Procedures	<input type="checkbox"/> (5) Work Measurement	<input checked="" type="checkbox"/> (7) System & Equipment
<input type="checkbox"/> (2) Staffing	<input type="checkbox"/> (4) Reporting	<input checked="" type="checkbox"/> (6) Records & Files	<input checked="" type="checkbox"/> (8) Staff Study

## TITLE OF PROJECT

Reproduction Facilities for OCD

## BRIEF DESCRIPTION OF PROJECT

To recommend the most feasible method of rendering support to OCD in the microfilming, development, reading and printing of intelligence documents; and, to recommend allocations of responsibility and locations regarding reproduction equipment deemed necessary.

9/9/53 - 5% complete. This project has been delayed somewhat because of our work on management improvement report.

9/16/53 - 40% complete. Fact finding proceeding. This project delayed in order to coordinate annual management improvement report.

9/23/53 - 70% complete. Draft of study in process of preparation.

9/30/53 - 85% complete. Recommendations being written

10/7/53 - 90% complete. Draft completed.

10/21/53 - 95% complete. Staff study completed and awaiting concurrences. Is to be used by the DD/I in current hearings before the Bureau of the Budget.

10/28/53 - 95% complete. In process of coordination. Checks of certain figures being made to insure consideration of objections raised by General Services.

11/4/53 - 95% complete. Additional checks being made as requested by General Services. None of these has changed any of the recommendations contained in the study. Study should be submitted in final form next week.

11/12/53 - 95% complete. Probably will be completed today during a meeting called by Acting DD/A.

11/18/53 - 100% completed.

## FOR USE OF REQUESTING OFFICE

## FOR USE OF O&amp;M SERVICE

 25X1A9a  
 TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)

 NAME OF ANALYST DEVELOPING PROJECT  
 ██████████

As soon as practicable

## ESTIMATED MAN DAYS REQUIRED

Analyst	Clerical	Total
10	1	11

## STARTING DATE APPROVED

3 Sept. 1953

## TARGET DATE

24 Sept. 1953

 25X1A9a  
 NAME, TITLE & SIGNATURE OF REQUESTOR

 ASSISTANT MANAGEMENT OFFICER  
 ██████████

L. K. White, Acting DD/A.

## MANAGEMENT BOARD APPROVAL

## OTHER APPROVAL, IF REQUIRED

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Case File - 0CR

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 COMPLETION REPORT ON MANAGEMENT PROJECT  
 BY O&M SERVICE

4-27

TYPE OF PROJECT  
 Survey  System  
 Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES  
 Deputy Director (Administration)

DATE OF REQUEST

## BRIEF DESCRIPTION OF PROJECT

A detailed study was made in order to determine the best method for micro-filming, developing, viewing and printing intelligence documents handled by OCD, and the best physical and organizational location of personnel and facilities therefor. The study covered the present OCD-General Services system, time element, costs, services provided; the system proposed by OCD, comparative time and cost factors, the conversion time and costs, the estimated savings and improvement in services.

## IMMEDIATE RESULTS ACCOMPLISHED

25X1A6a

The Acting Deputy Director (Administration) instructed 1) OCD to install the proposed system as outlined in Tab C of the O&M Staff Study, 2) the Assistant to the DD/I (Admin) to make the necessary funds available for the remainder of FY 1954; 3) General Services to approve installation of equipment at 350 [REDACTED], as soon as they have tested new equipment involved, and to make the necessary alteration to the building; and 4) O&M to watch the conversion process and report its program to the DD/A periodically.

## RECOMMENDED FUTURE ACTION

O&M should follow the conversion process continually and consult with OCD on procedures to be used, transfers and savings of personnel resulting from the new system, systematic reduction of space requirements as files are re-tired, effectiveness of more rapid service to researchers.

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PROJECT NUMBER	DATE STARTED	DATE COMPLETED
[REDACTED]	7 September 1953	13 November 1953
MAN DAYS REQUIRED	DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT	
Analyst	Clerical	Total

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